

RECORDS IMAGING TECHNICIAN

DEFINITION:

Under direct supervision, the Records Imaging Technician is responsible to operate and maintain laser fiche equipment and to process documents, maps, and other records for retention and archival purposes.

CLASS CHARACTERISTICS:

This is a non-exempt, journey level classification performing records imaging services for all City departments. It requires appropriate specialized training and job-related experience to perform the full range of duties in connection with the preparation of records and documents for imaging using computer, scanner, and laser fiche equipment on a large volume basis. This position requires a high level of attention to detail in accurately handling and processing documents, indexing records for easy retrieval, and the ability to perform repetitive work within required deadlines.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Accepts records from all City departments or retrieves them from storage to prepare records for computer scanning.
2. Performs scanning of records and maps on appropriate equipment.
3. Reviews each scanned record for accuracy, clarity and correctness.
4. Accurately indexes scanned records for easy retrieval.
5. Maintains proper order and filing of documents and other records both prior to and after they have been scanned.
6. Returns records to appropriate locations, or destroys selected documents according to the City retention schedule.
7. Maintains accurate log of completed work.
8. Make necessary adjustments and minor repairs to equipment.
9. Performs related duties as assigned.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Drives to each City facility or storage location as need to retrieve or return records and documents to be imaged.
2. Perform other related duties as assigned.

QUALIFICATIONS:**Knowledge of:**

1. Modern office practices and procedures.
2. Basic business record processing principles and the use of personal computers and laser fiche scanning software.
3. Record systems as they relate to file retention and indexing.

Skill in:

1. Communicating tactfully and effectively with employees from different departments.
2. Following oral and written instructions from several departments regarding record imaging.
3. Operating computer office workstation equipment with laser fiche software.
4. Using initiative and sound independent judgment within established guidelines.
5. Attention to detail in retrieving proper documents, establishing and maintaining indexing system of scanned records, and accurately re-filing them when processed.
6. Excellent customer service skills.

Ability to:

1. Prioritize work and coordinating several activities.
2. Understand and carry out oral and written instructions.
3. Perform repetitive work for extended periods of time with little occurrence of errors.

4. Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.
5. Work in a team environment.

JOB REQUIREMENTS:

1. A combination of education and experience substantially equivalent to that obtained by acquiring a high school diploma or G.E.D.
2. At least six months experience in performing records imaging using laser fiche equipment.
3. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

OTHER QUALIFICATIONS:

None

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Reports, forms, pencils and pens
2. Plans, maps, and blueprints
3. Computer monitor, keyboard, printer
4. Laser fiche equipment
5. Copy machines
6. Telephone

PHYSICAL DEMANDS:

1. Mobility
2. Walking
3. Speaking/hearing
4. Seeing
5. Sitting/standing
6. Pushing/pulling
7. Manual dexterity
8. Speed in meeting deadlines
9. Lifting up to 20 lbs.
10. Driving

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 95% of the time
2. Travel: Driving to city facilities, 5% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoors levels